



Manager's Report

For Council Meeting 10/23/01

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
B & K Professional Cleaning	28-14 Fort Evans Rd NE #102	Residential Cleaning
Back to the Garden	724 Valley View Ave SW	Retail
Evans, Gertrude A	118-D Prosperity Ave SE	Arts & Crafts
HMI Designs	866 Macalister Dr SE	Drafting
King Carpentry Inc	120 E Market St #1	Residential Framing
Loudoun Broadband 4 Wireless	112 Hampshire Sq SW	Internet Provider
Todd F Sanders PC	102 Dry Mill Rd SW	Law Practice
Virginia Kitchen (new owner)	5 Catoctin Cr SE	Restaurant
Wallpaper Gallery	705-F E Market St	Retail – Wallpaper

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
None		
<u>Resignations</u>	<u>Position</u>	<u>Department</u>
Keith Ablard	Police Officer	Police Department
Jason Shatarsky	Police Officer	Police Department
Stephen Morgart	Zoning Inspector	Planning, Zoning and Development

PLANNING AND ZONING

Current Planning Division Activity

Plans accepted for review during the period of October 01, 2001-October 15, 2001

- Stowers Phase I Section 2, construction drawings to develop 37 single family homes, Nick Colonna
- Leesburg Office Plaza, Preliminary/Final Plan, to construct and 3 story office building 2nd submittal, Nick Colonna
- Hampton Inn, Preliminary/Final Development Plan to construct a hotel, conditional approval with signature sets, Nick Colonna
- Edwards Landing Stock Pile Plan, Nick Colonna

- Potomac Station Mixed Use Retail/Office Development Plan, Parcel A, Delane Parks
- Stratford Ryland, Lake Facility, construction of a recreational lake, Construction Drawings, Delane Parks
- Potomac Crossing/Battlefield Parkway Phase III Streetscaping Improvements, and Floodplain Alteration Plan, Nick Colonna
- Ordinance Amendment, Definition of Subdivision, Staff

Plans reviewed or completed during the period of October 01, 2001- October 16, 2001

- Hampton Inn Final Plat, Construction of a Hotel, 1st submittal, waiting on deed. **Nick Colonna**
- Potomac Station/Battlefield Parkway, construction drawings for streetscape improvements, **Nick Colonna**
- Middleburg Bank, Preliminary/Final Development Plan for the construction of a bank facility, **Nick Colonna**
- Middleburg Bank, Boundary Line Adjustment to increase land area to construct a bank facility, **Nick Colonna**
- Route 621 Park, Road Improvements, includes, sidewalk, curb, and gutter, **Delane Parks**
- Tavistock Farms, Arcadia, Boundary Line Adjustment to increase land with for town homes, **Delane Parks**
- IPCO (International Pavilion) mixture of office and retail development, Parcel A and B, Sketch Plan, **Staff**
- Tollhouse Center Office Building, Sketch Plan, **Staff**
- Potomac Crossing Section 2E, Final Plat for the construction of 35 town homes, Approved, **Nick Colonna**
- Hamlet at Leesburg, Final Plat, Construction of 37 Duplexes, **Nick Colonna**
- Catoctin Circle Trail, preliminary plan, Construction of a Pedestrian Trail, **John Johnston**

Comprehensive Planning Division Activity (regarding Rezoning and Special Exceptions) thru October 1, 2001**Rezoning:**

- Potomac Crossing Concept Plan and Proffer Amendment, and Town Plan Amendment: Scheduled for public hearing before Town Council October 23, 2001. **Randy Hodgson**
- Catoctin Square: The applicant has requested from the town that the application be withdrawn "without prejudice". **Randy Hodgson**
- Hawkins: This case proposes a rezoning from I-1 to R-16, to allow for the construction of 36 townhouse units. The property involved is located adjacent to the Fox Chapel Condominiums and the Route 15 Bypass. This case did not go to the August 2, 2001 Planning Commission meeting. It is currently in review process by staff and is not scheduled for meetings. **Randy Hodgson**
- Tavistock: This case proposes changes to the original concept plan regarding rear setbacks, to allow for the construction of decks behind the townhouses. The property involved is located in the Tavistock Farms development. The Planning Commission recommended approval and is scheduled for a public hearing before the Town Council November 14, 2001. **Randy Hodgson**

- Leesburg Airport Corporate Park: This case proposes a rezoning from I-1 to MA, to allow for airport expansion. The property involved is located off of Sycolin Road and Miller Drive. This is scheduled for a preview October 18, 2001 and a public hearing before the Planning Commission November 1, 2001. **Randy Hodgson**
- Oaklawn at Stratford: ZM-159 – reactivating previous rezoning case. **Randy Hodgson**

Special Exceptions:

- Khalid, Rise and Shine Day Care: Planning Commission voted to recommend approval of staff's recommendation and suggested conditions. A public hearing was held before the Town Council October 10, 2001 and is scheduled for a work session October 22 (resolution October 23, 2001). **Nancy Costa**
- Jerry Chevrolet & Oldsmobile: Request of approval to allow for retail sales/rental and service department. The property is located adjacent to the CVS on Market Street. The property involved is located off of Sycolin Road and Miller Drive. This case is currently in the review process by staff and meetings are being scheduled. **Nancy Costa**

ZONING PERMITS 01-1383-01-1449**NEW CONSTRUCTION RESIDENTIAL**

Kincaid Forest 3 SFD @ \$100,000
Kincaid Forest 5 SFA @ \$126,000
Potomac Station 8 SFD @ \$105,000
Potomac Crossing 2 SFD @ \$105,000

NEW CONSTRUCTION COMMERCIAL

241 Fort Evans Road NE Retail Store Build Out

OCCUPANCY PERMITS RESIDENTIAL

Potomac Crossing 3 SFD
Potomac Station 5 SFD 1 SFA
Woodlea Manor 1 SFD
Kincaid Forest 2 SFD
Sycamore Hills 4 SFA
Tavistock Farms 1 SFA
Drymill 1 SFA

OCCUPANCY PERMITS COMMERCIAL/RESIDENTIAL DRYMILL**100 DRYMILL ROAD COMMON AREAS LOVAYR**

Suite 101 –103 Office
Suite 201, 202, 203, 301, 302 Apartments

102 DRYMILL ROAD

Suite 101-103 Office
Suite 201, 202, 203, 301, 302 Apartments

104 DRYMILL ROAD

Suite 101-103 Office

Suite 201, 202, 203, 301, 302 Apartments

Water & Sewer Administration

63 Public Facilities Permits totaling (\$565,382.00) were issued this period.

16 Meter Set requests were also issued during this period.

Capital Projects Update

- The contract for design of the Evergreen Mill Road Public Sewer has been awarded to the firm of Buchart Horn, Inc. of Leesburg.
- The interviews for water storage tank evaluation and designs have been scheduled for the week of October 22nd. For firms have been selected for interviews.
- The construction contract for Cardinal Park Sewer will be awarded to the low bid, Perry Engineering, Inc.

Water Supply Division**Training**

Roger Hall, Beecher Hope, Russell Chambers, Paul Manni and Larry Taylor attended the Waterworkers Operation conference in Staunton, VA on October 14th. The Virginia Section of AWWA sponsored the conference.

Capital Projects Update**Water Treatment Plant Upgrade to 10 MGD**

The Contractor is performing the following major operations:

- Conducting electrical operations.
- Performing painting operations.
- Control system configurations and equipment calibrations are in progress.
- Performing punch list work.

WTP Expansion Project Status

Dollar value complete 95.5% Time Elapsed 148%.

The contractor continues to be approximately 292 days behind schedule.

Substantial Completion was granted to the contractor on September 5th, 2001.

Water Pollution Control Division**Capital Projects****Biological Nutrient Removal Upgrade (BNR)**

- Final construction cost was \$5,872,452 as follows: original bid amount of \$5,605,739, change orders of \$86,341 (1.5% of original bid amount), and the \$180,372 received in the tender agreement.
- The final construction cost above will be affected by the assessment of liquidated damages, following Council's review and action on this issue.
- The town also received tender agreement escrow payments for direct costs related to the extension of the project as follows:
 - \$50,293 for engineering services since May 9, 2001.
 - \$34,000 for miscellaneous town expenses since July 22, 2001.
 - \$54,000 for DEQ penalties since August 1, 2001.

Biosolids Management Upgrade (BMU)

- Construction value is 89% complete. Construction cost to date is \$8,869,356 with current construction cost at \$10,021,131 (\$40,146 in change orders and \$455,985 received in the tender agreement).
- Final completion was not achieved by the extended date of September 14, 2001 agreed upon the BMU Tender Agreement, and the town has been making the following assessments against the BMU Tender Agreement Escrow Account:
- Miscellaneous town expenses at a fixed rate of \$500 per day since September 14, 2001 (\$8,000 through 9/30/01).
- These assessments will continue until final completion is achieved in approximately 6 weeks.

Grant and Loan Status

- Grant funds received to date: \$6,304,103 with an approved balance of \$121,912, deferred funds of \$51,719, and approximately \$130,000 in additional grant eligible costs.
- Loan funds received to date: \$11,000,000 (complete).

Utility Lines Division**Training**

Metro Tech sponsored a 4hour training session on pipe location at the shop.
Safety training was held covering Infectious Control & Confined Space Safety.
U.L.D. held H.P.O. training at shop.

IT held Outlook training at Town Shop for ULD employees.
Chris Kelley attended computer-training class at the County Complex.

TOWN OF LEESBURG

Full-time positions being recruited as of October 19, 2001

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Reject
Econ Dev	1	Econ Dev Director	5/7/01	√	√				
	1	Admin Secretary	3/9/01	√	√	On hold			
Eng & PW	1	Asst Supt - Streets	7/1/01	√	√				
	1	Engineer – Spec Projects	1/24/01	√	√	√	On hold		
	1	Inspector Supervisor	5/22/01	√	√	√	√	√	
	1	Administrative Associate II	9/4/01	√	√	On hold			
Parks & Rec	1	Front Desk Supervisor	7/1/01	√	√	√	√		
	1	Parks Manager	9/4/01	√	√	√	√		
	1	Assistant Pool Supervisor	11/21/01	√	√	√	√		
Human Res	1	Human Resources Director	7/1/01	√	√				
P&Z	1	Director of P&Z	8/4/01	√	√				
	1	Zoning Inspector	10/12/01	√	√				
Police	1	Communications Tech I	8/1/01	√	√	√	√		
Util Lines	1	Equipment Operator	9/17/01	√	√	√	√	√	
<u>TOTAL</u>	14								

R.S. Noe